

**Enrolled Memorandum of the Meeting
Study Session/Meeting Convened Electronically/In person
Twenty-Ninth Town Council of Highland
Monday, October 5, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, October 5, 2020** at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-44 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency. All members of the Town Council were in the plenary meeting room of the Highland Municipal Building, with the Clerk-Treasurer participating remotely but on the premises. It also allowed the public to be in the room or observe and participate from the Zoom platform.

The meeting was streamed live on the Town of Highland, Indiana Facebook page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: John P. Reed, Town Attorney; Kathy DeGuilio-Fox, Redevelopment Director; and Alex Brown, Parks and Recreation Superintendent, all participating electronically; and Peter T. Hojnicky, Police Chief, (in person) were present.

Additional Officials Present: Larry Kondrat and Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors; all in person, were present.

Guests: Theresa Badovich of the Idea Factory were also present electronically.

Other guests: Erin Lasher and Andrea Webster of the *IU Environmental Institute* were also present, electronically.

General Substance of Matters Discussed.

1. **Discussion:** *Shall the Town Council convene plenary budget meetings at a site other than the Municipal Building.*

The Town Council discussed the desirability of convening meetings in a different location than the Highland Municipal Building at which it is expected that a large number of persons might be expected to attend and comment.

The discussion included a consideration of the banquet hall location at the Lincoln Community Center or the community meeting room of the Highland Police Station.

In discussing the use of the banquet hall at the Lincoln Community Center, the Town Council discussed the poor acoustics at that site and what ways and means might be sufficient to correct for the condition. This was of particular concern in the context of convening "hybrid meetings," in which some participants are

present and in person and others including residents who desire to comment are participating electronically.

It was accepted that the Police Chief would examine the viability of the Community room at police station and employing the same social separation metric of 6 feet, how many participants could be hosted.

Further, the IT Consultant was tasked with obtaining quotes to improve the Lincoln Community Center to overcome its acoustical barriers.

2. Discussion: *Participating in the Environmental Sustainability Initiative.*

Participating electronically were Andrea Webster and Erin Lasher from the *Indiana University Environmental Resilience Institute*, who offered a presentation on Highland's possible participation in the regional effort to encourage data collection to establish a baseline regarding certain greenhouse gas emissions and carbon pollution that can be inventoried for use in policy making and grant seeking.

It was noted that Northwestern Indiana Regional Planning Commission (NIRPC), Porter County and LaPorte County have all passed resolutions endorsing participating in such an effort.

Ms. Webster indicated that in building an inventory, the interns would be trained and supported and would use ICLEI (*International Council for Local Environmental Initiatives now known as Local Governments for Sustainability*) Protocols to inform the process. This would assist in evaluating the environmental risks using a commonly accepted convention.

The discussion noted that the cost basis suggested by NIRPC, to participate in a regional cohort and the free structure that would be used to support interns who would perform the data collection. It was noted that the initial step to participate was to authorize a letter to be sent to NIRPC to indicate the Town's willingness to participate.

It was noted that this could be placed on the agenda for Monday's plenary meeting.

3. Discussion: *The Desirability of developing guidance or policy on honorific proclamations.*

The Town Council discussed the several requests the Town Council President receives from businesses and groups to mark an event or a profession by the issuance of a Proclamation.

The Town Council President and the Town Council discussed the desirability of having some policy or written guidance to sort through the several requests. The discussion include what body or who would review the requests to determine which would have a proclamation and which would be rejected.

The discussion reviewed the distinction between a proclamation (an executive act) and a declaration (a legislative act). Further, the use of "Sense of the Council" resolutions, where the Town Council opines on a subject it deems of public import, was further clarified to distinguish it from proclamations.

It was noted for the time being, the Town Council President would determine which proclamations would be made. However, it was noted that in most cases, any request with a proclamation should come with a draft provided.

Town Council Staff. In the course of the discussion, the Town Council President noted the absence of a staff member for the Town Council that could be employed to assist with matters such as composing proclamations and composing letters that are from time to time requested of the Town Council President. The discussion included the possibility of such a worker being part-time. The discussion included the idea of a town administrator or the like. There was no further discussion on this matter.

4. **Discuss and review:** the preliminary budgets.

The Clerk-Treasurer and Councilor Herak as Budget Chair, offered an overview of the proposed budgets of the several funds for FY 2021. It was noted that the proposed tax levies were well in excess of what would be acceptable.

It was noted that the spending were retained at the FY 2020 levels. It was still further noted that the budget would bear raises for full-time workforce at 3%. The Town Council was presented with the proposed spending by funds and accounts as well as the following notices filed on October 2, 2020.

Prescribed by the Department of Local Government Finance Approved by the Budget Form No. 3 (Rev. 2019)
State Board of Accounts State Board of Accounts PHS HHS/200910-0-0-14 (04)

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **Office of Clerk-Treasurer, 3333 RIDGE ROAD, HIGHLAND, IN 46322.**

Notice is hereby given to taxpayers of **HIGHLAND CIVIL TOWN, Lake County, Indiana** that the proper officers of **Highland Civil Town** will conduct a public hearing on the year 2021 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Highland Civil Town** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Highland Civil Town** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Highland Civil Town** will meet to adopt the following budget:

Public Hearing Date	Monday, October 12, 2020	Adoption Meeting Date	Monday, October 26, 2020
Public Hearing Time	6:30 PM	Adoption Meeting Time	6:30 PM
Public Hearing Location	3333 RIDGE ROAD, HIGHLAND, IN 46322	Adoption Meeting Location	HIGHLAND MUNICIPAL BUILDING, 3333 RIDGE ROAD, HIGHLAND, IN 46322

Estimated Civil Max Levy	\$7,987,145
Property Tax Cap Credit Estimate	\$1,233,180

Special Notes: For the purposes of this budget notice, the rates are calculated based upon 70% of the Net Assessed Valuation of FY 2020. This makes the tax rate higher than will likely be finally approved. The Maximum levy control does not apply to the debt service fund.

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and sales exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3/Column 5)
0101-GENERAL	\$7,927,518	\$8,170,014	\$0	\$5,682,118	43.78%
0180-DEBT SERVICE	\$0	\$1,916,979	\$0	\$1,105,282	73.44%
0254-LOCAL INCOME TAX	\$500,000	\$0	\$0	\$0	
0342-POLICE PENSION	\$837,650	\$3,391	\$0	\$2,359	43.75%
0706-LOCAL ROAD & STREET	\$386,726	\$0	\$0	\$0	
0708-MOTOR VEHICLE HIGHWAY	\$1,095,358	\$0	\$0	\$0	
1151-CONTINUING EDUCATION	\$45,500	\$0	\$0	\$0	
1301-PARK & RECREATION	\$2,418,430	\$1,687,185	\$0	\$1,173,699	43.75%
1380-PARK BOND	\$0	\$2,287,746	\$0	\$1,487,472	53.80%
2379-CUMULATIVE CAPITAL IMP (CIG TAX)	\$115,000	\$0	\$0	\$0	
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$397,440	\$724,364	\$0	\$560,308	29.28%
2411-ECONOMIC DEV INCOME TAX CREDIT	\$600,000	\$0	\$0	\$0	
2430-REDEVELOPMENT - GENERAL	\$267,947	\$386,611	\$0	\$268,948	43.75%
2482-REDEVELOPMENT BOND	\$0	\$331,242	\$0	\$213,507	55.14%
6421-DISTRICT SOLID WASTE MANAGEMENT	\$192,725	\$0	\$0	\$0	
9500-Information & Communication Technology Fund	\$211,766	\$0	\$0	\$0	
9501-VIPS/Park Public Safety Fund	\$6,000	\$0	\$0	\$0	
9502-Special Events Non-Reverting	\$85,256	\$0	\$0	\$0	
9521-CARDINAL CAMPUS ALLOCATION AREA FUND	\$344,475	\$0	\$0	\$0	
Totals	\$15,431,791	\$15,507,532	\$0	\$10,493,693	

Prescribed by the Department of Local Government Finance
by the State Board of Accounts

Approved

Budget Form No. 3 (Rev. 2019)
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Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at OFFICE of CLERK-TREASURER, 3333 RIDGE ROAD, HIGHLAND, INDIANA 46322.

Notice is hereby given to taxpayers of HIGHLAND SANITARY DISTRICT, Lake County, Indiana that the proper officers of TOWN of HIGHLAND SANITARY DISTRICT will conduct a public hearing on the year 2021 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of TOWN of HIGHLAND SANITARY DISTRICT not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, TOWN of HIGHLAND SANITARY DISTRICT shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of TOWN of HIGHLAND SANITARY DISTRICT will meet to adopt the following budget:

Public Hearing Date	Monday, October 12, 2020	Adoption Meeting Date	Monday, October 26, 2020
Public Hearing Time	8:30 PM	Adoption Meeting Time	8:30 PM
Public Hearing Location	HIGHLAND MUNICIPAL BUILDING, 3333 RIDGE ROAD, HIGHLAND, IN 46322	Adoption Meeting Location	HIGHLAND MUNICIPAL BUILDING, 3333 RIDGE ROAD, HIGHLAND, IN 46322

Estimated Civil Max Levy	\$229,640
Property Tax Cap Credit Estimate	\$272,630

Special Notes: For the purposes of this budget notice, the rates are calculated based upon 70% of the Net Assessed Valuation of FY 2020. This makes the tax rate higher than will likely be finally approved. The Maximum levy control does not apply to the debt service fund.

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
8201-SPECIAL SANITARY GENERAL	\$2,468,218	\$544,392	\$0	\$219,405	148.12%
8280-SPECIAL SANITARY DEBT SERVICE	\$1,439,357	\$2,638,331	\$0	\$2,227,079	18.47%
Totals	\$3,907,575	\$3,182,723	\$0	\$2,446,484	

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Approved

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Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at OFFICE of CLERK-TREASURER, 3333 RIDGE ROAD, HIGHLAND, INDIANA 46322.

Notice is hereby given to taxpayers of HIGHLAND WATER DISTRICT, Lake County, Indiana that the proper officers of TOWN of HIGHLAND WATERWORKS DISTRICT will conduct a public hearing on the year 2021 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of TOWN of HIGHLAND WATERWORKS DISTRICT not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, TOWN of HIGHLAND WATERWORKS DISTRICT shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of TOWN of HIGHLAND WATERWORKS DISTRICT will meet to adopt the following budget:

Public Hearing Date	Monday, October 12, 2020	Adoption Meeting Date	Monday, October 26, 2020
Public Hearing Time	6:30 PM	Adoption Meeting Time	6:30 PM
Public Hearing Location	3333 RIDGE ROAD, HIGHLAND, IN 46322	Adoption Meeting Location	HIGHLAND MUNICIPAL BUILDING, 3333 RIDGE ROAD, HIGHLAND, INDIANA 46322

Estimated Civil Max Levy	\$0
Property Tax Cap Credit Estimate	\$0

Special Notes: For the purposes of this budget notice, the rates are calculated based upon 70% of the Net Assessed Valuation of FY 2020. This makes the tax rate higher than will likely be finally approved. The Maximum levy control does not apply to the debt service fund.

Finally, the proposed tax levy will be finally reduced by the Department of Local Government Finance to support 2021 needs and 15% of 2022 Debt Service needs, as provided by law.

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
8383-WATER DISTRICT DEBT SERVICE	\$141,492	\$119,819	\$0	\$132,115	-9.31%
Totals	\$141,492	\$119,819	\$0	\$132,115	

It was further noted that the proposed spending would likely remain except for the Motor Vehicle Highway Fund and the Special Sanitary District Operating Fund. In the former, the Clerk-Treasurer explained that owing to the reduction in the gasoline taxes collected due to the COVID Pandemic, the appropriations in FY 2020 would need to be reduced, perhaps by as much as \$375,232. In the latter, the Clerk-Treasurer noted that the proposed tax levy would be 100% reduced owing to the estimated

impact of circuit breaker credits. It was noted that this fund would require cuts in 2021 and perhaps in 2020.

5. **Discuss:** *Re-scheduling Public Works Director Emeritus Encomium.*

The Town Council discussed the desirability to reschedule the presentation of gifts for the Public Works Director Emeritus. The Town Council President indicated that he would contact Mr. Bach to reschedule.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, October 5, 2020**, was adjourned by the Town Council President, at 8:20 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer